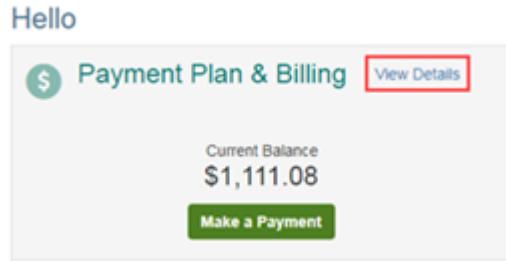


Step 1: FACTS Customer will sign into ParentsWeb, and click on FACTS/Financial section. Under FACTS Links, they will select FACTS Home.

Step 2: Select 'View Details'



Step 3: Select 'View Payment Summary'



Page will open in another window or tab.

Step 5: Select the year & then 'Print'.

Payment Summary

 Print

 The Payment Summary report is for informational purposes only. It includes payment activity applied to the balance owed to or services rendered by **School name** during the selected time frame.

Customer:

Students:

School name

1234 Main
Lincoln, NE 68504
USA

Federal Tax ID: 12-5535135

School Information and Federal Tax ID



2017

Student 1 - \$2,240.00

2017-2018	Grade - 4th	\$2,240.00
ACCOUNT		TOTAL
Book Fees		\$90.00
Lunch		-\$25.00
Registration Fee		\$75.00
Tuition K-8		\$2,100.00

Student 2 - \$2,228.00

2017-2018	Grade - 2nd	\$2,228.00
ACCOUNT		TOTAL
Book Fees		\$90.00
Lunch		-\$25.00
Registration Fee		\$75.00
Tuition K-8		\$2,068.00

NOTE: This report will show the total paid for **each of the accounts** (i.e. Tuition, Extended Day Care, Technology, Book fees, etc.). The parents can select a year or a date range for this summary. This will also include the Schools Federal Tax ID and address.

If your families have any questions, please have them call FACTS at 866-441-4637.